

22 December 1977

MEMORANDUM FOR: Acting DD/A

FROM : [REDACTED]  
Administrative Officer, DCI

SUBJECT : Establishment of the Collection Tasking Staff

REFERENCE : Memorandum from [REDACTED] Deputy to the  
DCI for Collection Tasking, dated 9 December 1977

STATINTL

Mike:

1. In the event you have not seen the attached memorandum (reference enclosed) approved by the DCI on 21 December 1977, I am forwarding it to you for your information and help.

2. I am dealing with the Comptroller on the money and ceiling issues involved with the establishment of the Collection Tasking Staff. I have asked [REDACTED] to establish a new unit under the Office of the Director on the T/O with slots in order that we can bring the individuals on duty with some semblance of management efficiency. However, I cannot handle the space issues raised in paragraph seven of [REDACTED] memo. Do you have any ideas for solving this problem?

STATINTL

Attachment: As stated

77-10630

9 DEC 1977

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : John F. Blake  
Acting Deputy Director of  
Central Intelligence

STATINTL FROM : [REDACTED]  
Deputy to the DCI for Collection Tasking

SUBJECT : Interim Hiring Authority for the  
Collection Tasking Staff

1. This memorandum contains a recommendation for interim hiring authority for the Collection Tasking Staff (CTS).

2. In order to establish the CTS, I propose to bring on board a small cadre of personnel to act in a staff capacity to formulate the planning and organization in detail for the Staff. This group will be made up of four senior officers designated as the Associate Deputy to the DCI for Collection Tasking (AD/DCI/CT) and future office directors. In support of these individuals, the cadre includes professional and clerical personnel.

3. Since funding for personnel and other costs associated with the CTS have not been established in the FY 78 budget for the Agency, necessary funding is requested from within current Agency assets. At present, the CTS has on duty four personnel assigned from other Agency units - myself, an Executive Officer (ICS), a secretary (DCI Development Complement), and an Administrative Officer (DDA).

4. Immediate requirements exist to bring on board the following principal officers:

a. Associate Deputy to the DCI for Collection Tasking -  
Responsible for assisting in the overall management and development of the CTS.

b. Director, National Intelligence Tasking Center - Responsible for the organization and development of the responsibilities and duties for the National Intelligence Tasking Officer teams and establishment of appropriate relationships for interface of the NITC with users and collectors.

c. Director, Office of Collection Disciplines - Responsible for the organization of the various collection disciplines into a coordinated and systematic approach to collection tasking, evaluation, and other pertinent support for each collection discipline.

d. Director, Office of Collection Systems - Responsible for the organization and development of a systems analysis capability to support determination of priorities among collection means and proposals.

5. In support of each of the above principals, one GS-14/15 staff assistant and one GS-09 level secretary are included in the proposed T/O. To provide support for the interim unit, a GS-09 level administrative/secretarial position is included to assist the Administrative Officer. Two additional professional and one clerical positions, as yet unassigned, are requested to allow for other requirements as they develop in the near term. Attachment 1 lists the proposed T/O for the interim period.

6. Attachment 2 presents an estimate of unfunded costs associated with the proposed T/O and for other costs associated with the start of the CTS. All but \$30,000 of this amount represents the cost of personal services. Estimates are based on bringing on board most of the personnel during the January-March 1978 period. It is proposed that these funds, as required, be made available through the Administrative Staff of the DCI.

7. Space considerations associated with the establishment of the CTS are recognized as significant, particularly as related to Headquarters requirements. Pending approval of the interim T/O, an immediate requirement will exist for approximately 3,000 square feet of normally configured office space to house the above personnel. Of this requirement, 1,000 square feet is needed in the Headquarters building for the Office of the Director and the National Intelligence Tasking Center. The remainder of the requirement can be satisfied elsewhere, preferably in the Community Headquarters Building

8. Accordingly, I recommend that you approve the hiring of an interim staff for the CTS, as needed, to the level of 20 as outlined in Attachment 1.



STATINTL

Attachments:

1. Proposed Interim Table of Organization
2. Estimated Cost Through FY 78

CONCUR:

See 19 Dec 77 PRS note to DCI fr ADDCI re subj

\_\_\_\_\_  
Acting Deputy Director of Central Intelligence

\_\_\_\_\_  
Date

STATINTL

APPROVE:



\_\_\_\_\_  
Director of Central Intelligence

*All 4 cost EP-05 for study -*  
*21 DEC 1977*  
*Temporary GS-18 - will resolve quickly -*

\_\_\_\_\_  
Date

STATINTLORIC [REDACTED] skm (8Dec77)

Distribution:

- Orig - Addressee
- 1 - Acting DDCI
- 1 - Comptroller
- 1 - Acting DDA
- 1 - D/DCI/Collection

STATINTL

- 1 - [REDACTED]
- 1 - ER
- 1 - AO/DCI

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Estimated Cost of  
Proposed Interim Table of Organization and Related Expenses  
through FY 78

Office of the Deputy to the DCI for Collection Tasking

Personal Services	\$415,000.00
Overtime	65,000.00
Benefits	37,000.00
Travel/TDY/Domestic - Including Invitee	10,000.00
Travel/TDY/Foreign	12,000.00
Travel/Local POV and Taxis	1,000.00
Equipment Rental - Four Word-Processing Machines	<u>7,000.00</u>
TOTAL	\$547,000.00

STATINTLORIG [REDACTED] skm (8Dec77)

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77-6481

16 DEC 1977

DD/A Registry

File *ADM-5*

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence

FROM: [REDACTED]  
Acting Director of PersonnelSUBJECT: Interim Organizational Structure and Hiring  
Authority for the Collection Tasking StaffREFERENCE: Memo for DCI fr D/DCI/Collection Tasking dtd  
9 Dec 77, Subject: Interim Hiring Authority  
for the Collection Tasking Staff

1. (U/AIUO) Action Requested: None; this is in response to your request for observations on the referenced memorandum.

2. (U/AIUO) General Comment: On the basis of the limited substantive information and data available relative to the prospective role, functions and responsibilities of the NITC, it is not possible at this time to evaluate the validity of the proposed interim organizational and position structure for the Collection Tasking Staff. If it is concluded that such an interim Table of Organization is required in advance of the development of more definitive and substantive information, such a structure could be installed on an "administrative" basis; i.e., by direction and not adjudicated, but designated as unevaluated in terms of the appropriateness of the grade levels of the positions.

3. (U/AIUO) Recommendations:

a. (U/AIUO) The preferred and recommended approach in the development of the NITC organization would be to establish a Task Group of sufficient size and mix of expertise through "detailing" selected individuals from within the Agency and the Intelligence Community Staff. External hires as needed could be appointed into the Agency against the Office of the DCI development complement. The role of this Task Group would be to develop expeditiously the current conceptual responsibilities of the NITC into definitive missions, programs, functions and requirements.

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IMPDET 88563

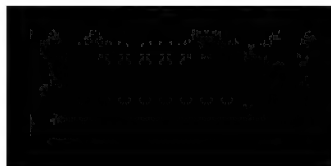
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b. (U/AIUO) The number of professional support and clerical personnel as proposed in the reference appears reasonable and appropriate for such a Task Group. Expansion or changes in the necessary expertise mix of the Group could be made as circumstances dictate.

c. (U/AIUO) As soon as the Task Group has developed sufficient substance for the requirements, an interim organizational and position structure could then be approved and established on the basis of the facts developed, with those members of the Task Group selected for permanent assignment slotted on the interim Table of Organization. As the specifics of sub-organizational responsibilities, functions and relationships are fleshed out, the interim organization would be expanded, substantiated and approved as the permanent Table of Organization.

4. (U/AIUO) Ceiling and Executive Level and Supergrade Allocations: The establishment and encumbrance of positions including Executive Level and Supergrade positions on the interim and the future expanded permanent Table of Organization will require the approval by the DCI of a reallocation of current Agency ceiling allowances from other Directorates of the Agency and/or the Intelligence Community Staff. Any additional allowances to the Agency's current EP and SG ceilings would require negotiation with OMB.

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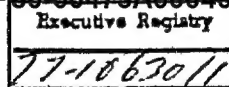
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DD/Pers/P&C [redacted] rj (16 Dec 77)

STATINTL

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13 December 1977

MEMORANDUM FOR: Comptroller  
Acting Deputy Director for  
Administration  
Acting Director of Personnel

FROM: John F. Blake  
Acting Deputy Director of  
Central Intelligence

SUBJECT: Interim Hiring Authority for the Collection  
Tasking Staff

May I have very quickly whatever observations you choose to make on the attached request to put into being a skeletal organization known as the Collection Tasking Staff. We don't need a large staff paper but I would like to have any observations you would choose to make in a cryptic fashion.

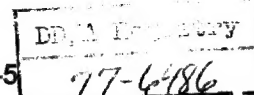
/s/ John F. Blake

John F. Blake

Att:  
ER 77-10630

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1 - ER

ADMINISTRATIVE - INTERNAL USE ONLY



15 DEC 1977

DD/A Registry

File Q&M-5

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Space for Collection Tasking Staff

REFERENCE: Multiple Adse Memo fr Acting DDCI, subject:  
Interim Hiring Authority for the Collection  
Tasking Staff

Mike:

1. Our only comments on the referent memorandum pertain to the Tasking Staff's space requirements for 3,000 square feet, 1,000 of which is to be in Headquarters. The simple answer is that there is no space until we acquire additional leased space or hopefully recapture some DDO space next spring. Nevertheless, by shoe horning or backoff from previous promises, we could accommodate the Tasking Staff in a variety of ways:

a. There is approximately 438 square feet on the 7th floor of Headquarters Building which is currently used as a transient office by the AD/DCI/IC. [REDACTED] currently occupies an office adjacent to this space. On the other side of [REDACTED] there are two offices, one occupied by [REDACTED] and the other by his secretary. It is my understanding that both [REDACTED] and his secretary are due to retire as of 31 December 1977. The acquisition of this space plus that used by the AD/DCI/IC and that currently occupied by [REDACTED] adds up to approximately 1,005 square feet and would provide ideal space for [REDACTED] and his NITC staff. The need for the AD/DCI/IC office space would have to be brokered with [REDACTED] but since it is transient type, he might be amenable to locating elsewhere in the building and perhaps to a smaller office.

b. There are a number of possibilities to accommodate the requirement for the additional 2,000 square feet:

OL 7 5661

SUBJECT: Space for Collection Tasking Staff

(1) Approximately 2,700 square feet of space is currently available on the 6th floor of the Community Headquarters Building (CHB). However, most of this would probably be lost if the DCI appoints a permanent D/DCI/IC in the near future.

STATINTL (2) There is a strong possibility that [REDACTED] will be vacating some 5,700 square feet in Key Building in the next 60-90 days and moving to several buildings on the outside. We have identified the space, and it is presently being looked at by Commo and Security for suitability and their approval. This space has been designated for DCD/DDO expansion (2,400 square feet) and for CSAD/OF (3,300 square feet) to move into from Ames Building. This expansion or move could be held in abeyance or the Collection Tasking Staff could move to Ames Building, after CSAD/OF's move to Key Building.

(3) There is an IC element - OPEI - which is located in Room 2C-29 Headquarters which occupies 2,797 square feet which could possibly be relocated to CHB, either to the 6th floor or space vacated by IC Staff who are being transferred to the NITC Staff. This would at least keep the initial NITC complement all in Headquarters.

(4) Another option is to relocate a Headquarters component to either the 5,700 square feet being vacated in Key or the 3,300 square feet in Ames Building, if CSAD/OF moves into part of the 5,700. One possibility is ISAS since they will be needing additional space for the De-classification Task Force.

2. I recommend that we follow paras 2 and b(2) as being the least disruptive and the fastest route.

[REDACTED]  
James H. McDonald

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Approved For Release 2002/01/08 : CIA-RDP80-00473A000400050002-5

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